

The Homeownership Capacity Incentive Fund provides additional funding for Grantees who have met their households served goals per their Grant Contract. Grantee requests under the Incentive Fund are:

- Limited to 25% of the Grant Contract Award and not to exceed \$25,000 per Grantee request.
- Not to exceed the Grant Contract's per household amount or \$1,200 per household.
- Available only for Clients with a Program Intake date on or before September 30, 2021.

Grantees who receive additional funds under the Incentive Fund must adhere to all the terms and conditions outlined in the Grant Contract and the Manual.

**Deadline:** Funding is available only during the Homeownership Capacity 2019-2021 Program Year (October 1, 2019 – September 30, 2021). ***Applications must be submitted by August 15, 2021.*** Funds are awarded on a first come, first serve basis.

**Eligibility Requirements:** Grantees must meet all requirements below to be eligible for addition funding under the Incentive Fund. Grantees must:

- Be a Grantee under the current Program Year.
- Have met their original households served goals as stated in their Grant Contract and demonstrated through the Homeownership Capacity Data Collection System (DCS).
- Be current on all reporting requirements including follow up reporting on existing Clients and have no outstanding monitoring issues.

**Incentive Fund Reporting:** The following reporting is required under the Incentive Fund:

- Expenditures of the Incentive Funds must be tracked according to the terms of the Grant Contract and reported on in all subsequent Expenditure Reports until the funds have been fully expended.
- Clients must be reported in the DCS.

**Disbursement Policy:** One-half of the Incentive Fund Award will be disbursed after the Amendment to the Grant Contract is fully executed. The remaining one-half of the Incentive Fund Award will be disbursed after the total household's goal under the Incentive Fund Award is met. Should the Grantee not meet the Incentive Fund Award's total number of households served goal, Minnesota Housing will disburse according to the per Client amount, up to the number of households served who received an Intake within the Program Year. All other Grant Contract and Manual requirements must be followed.

**Application Submission:** Email this completed Application to [HomeownershipCapacity.mhfa@state.mn.us](mailto:HomeownershipCapacity.mhfa@state.mn.us).

**Questions:** Contact Que Vang at [HomeownershipCapacity.mhfa@state.mn.us](mailto:HomeownershipCapacity.mhfa@state.mn.us) or 651.296.7613.

Grantee Information	
Grantee Name:	
Contact Person:	
Phone Number:	
Email address:	

Incentive Fund Request	
Proposed # of households to be served (see guidance above):	
Funding amount requested (proposed # of households serve goal x Grant Contract per Client amount):	

Minnesota Housing reserves the right to request additional information or documentation.

\_\_\_\_\_  
Authorized Signer Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signer Signature